

**PERSONNEL SUPERVISOR I**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** May 6-8, 2002

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Mary Sue Bautista, SSM I, Job Analysis Unit  
Marian Dilley, SSM I, Job Analysis Unit

**Number of Incumbents:** There are 32 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated April 21, 2002.

**Names of the Subject Matter Expert(s) and their background:**

**CHRISTINE DRUMMOND, ASSOCIATE PERSONNEL ANALYST, FOLSOM STATE PRISON**

Chris has been with the Department of Corrections for 21 years. She is currently an Associate Personnel Analyst at Folsom State Prison. She has previously been a Personnel Services Supervisor II for over 2 years with the CDC.

**KATHY COPE, STAFF SERVICES MANAGER I, PERSONNEL SERVICES SECTION**

Kathy has been with the Department of Corrections Personnel for over 10 years. She is currently a Staff Services Manager I over Personnel Transactions.

**DEBRA FOSS, ASSOCIATE PERSONNEL ANALYST, PERSONNEL SERVICES SECTION**

Debra has been with the Department of Corrections for over 17 years. She was previously a Personnel Services Supervisor II for over 5 years with the CDC.

**JANA ADAMS, STAFF SERVICES MANAGER I, CALIPATRIA STATE PRISON**

Jana has been with the Department of Corrections for over 16 years. She currently supervises the Personnel Supervisor I classification and has for over 8 years.

## **PERSONNEL SUPERVISOR I INFORMATION GATHERING**

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Personnel Supervisor I
- Personnel/Payroll Specialist Board Item—Proposed Amendment to the June 19, 2001 Non-Hearing Calendar Item
- Allocation Guide—Personnel Specialist Series
- State of Vermont Class Specification—Payroll/Personnel Technician; Personnel Administrative Specialist IV, AC:General; Personnel Officer
- State of New Jersey Class Specification—Personnel Assistant 3